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1 April 1946

MEMORANDUM FOR ADMIRAL SOUVERS

SUBJECT: Revision of the Proposed Organization
of the Central Reports Staff

1. Paragraph 1 of C.I.G. Administrative Order No. 3 ("Activation of the Central Reports Staff") and the organization chart attached thereto were premised on the assumption that a Current Branch could be established immediately on a permanent basis, while considerable time might be required to activate the remainder of the Staff. The difficulty and delay which has been encountered in finding suitable personnel for a Current Branch as such, the prospects as they now appear, and further thought on the subject in the light of experience lead me to propose a different organizational concept and procedure toward activation.

2. I would merge the two projected Branches into a single staff directly under the Chief, C.R.S., who would be assisted by a Deputy, a Secretary, and a Summary Editor. The Assistants provided in Administrative Order No. 3 would be retained. The remainder of the Staff would be subdivided on a regional rather than a functional basis, as in the attached chart. The regional sections of the Staff would submit copy for daily and weekly summaries to the Editor. This procedure would ensure optimum use of the capabilities of the Staff as a whole with respect to such publications and would also ensure proper cognizance of current information in the making of estimates. The preparation of the latter would be under the immediate supervision of the Deputy. From the point of view of recruitment, the Staff could be built up without distinction between the current summary and estimates functions, its activities expanding with its increasing capabilities.

3. If the function of the J.I.S.P.B. should eventually be assigned to the C.R.S. (as I believe it should be), the organization envisaged herein could be set up as a Branch, with the Deputy as its chief, and another Branch could be set up to cover the added function.

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4. Adoption of this plan would presumably require eventual revision of Administrative Order No. 3, although its essential provisions would be retained, especially paragraphs 2 and 3. The change would be essentially a re-shuffling of the bodies authorized in N.I.A. Directive No. 2. Meanwhile, however, representatives of the Civil Service are anxious to discuss at once the preparation of job descriptions. I therefore request immediate authorization to discuss that subject with them on the basis of this memorandum and the attached chart, in lieu of Administrative Order No. 3

LUDWELL L. MONTAGUE
Acting Chief, C.R.S.

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